



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Economic Support

Bureau of Work Support Programs

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

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**BWSP OPERATIONS MEMO**

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**Non W-2** ☒ **W-2** ☒ **CC** ☒

**PRIORITY:** High

**SUBJECT: CLEAN-UP REPORTS FOR ABSENT PARENT SCREEN APGI**

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**EFFECTIVE DATE:** Immediately

**PURPOSE**

This memo describes changes planned for CARES and KIDS and their interface with each other. Included are instructions for agencies about preparing their cases for this change.

**BACKGROUND**

The IVA-IVD interface between CARES and KIDS will be modified so that CARES can capture the absent parent's KIDS PIN. This new information will be placed on APGI and will be used to improve the way information is sent between CARES and KIDS. Using the KIDS PIN as an identifier for an absent parent should greatly reduce the number of errors reported in KIDS cases. The target date for the implementation of these changes is June 23, 2000. Eventually, the KIDS PIN will be used within CARES to find absent parents listed on APGI that are also Food Stamp recipients.

Over the next few months, W-2 and Economic Support agencies will be asked to clean up information on the absent parent screen, APGI. Each agency will receive a series of clean-up reports.

The first report, for APGI clean up, was sent the very end of March. The purpose of the first set of reports is to let workers know what cases have APGI screens that need to be cleaned up. The reports have been created so workers can make sure that the same absent parent is listed on only 1 sequence of APGI. It also has a listing of children that are attached to more than 1 APGI screen even though paternity establishment has occurred. All APGI screens must be cleaned up prior to implementing the first phase of the Interface Redesign in June.

A second set of reports will be sent in May. That second set will list specific interface problems found on specific cases via a special crossmatch done with KIDS.

### ***MONITORING THE CLEAN-UP PROGRESS***

The progress made on these clean-up reports will be monitored by Regional Office staff in the Bureau of Field Support (BFS). There is a very tight time frame to complete this process prior to the interface conversion. It is extremely important that agencies complete these reports in a timely manner so that the first phase of the interface changes in June will go smoothly.

BFS has requested that each agency contact their Area Administrator upon the completion of the APGI reports.

<b><i>Due date for the APGI screen clean-up reports is APRIL 30, 2000.</i></b>
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In May, your agency will receive a CARES/KIDS Mismatch report that identifies specific cases with IVA-IVD Interface problems. This report can not be run until the APGI clean-up reports are completed. The completion of the CARES/KIDS Mismatch reports will also be monitored by the BFS. Each agency will be required to contact their Area Administrator upon completion of the Mismatch reports in May. A second Operations Memo will be sent in May with instructions for the Mismatch report.

### ***REPORT TYPES***

The first set of reports, mailed the end of March, lists cases where there are duplicate APGI screens for the same absent parent and where there is 1 child listed on more than 1 APGI screen and paternity has been established for that child. Both reports are for open cases, broken out by county, agency, office number, worker ID, case number and APGI sequence number. Each worker will get their own set of reports listing cases that need to be corrected.

Some workers will not receive these reports. Those who do not receive any of these reports have correctly created/deleted the APGI screens and/or have conducted ongoing clean-up as they work a case.

These 2 reports are:

1. Absent Parents that May be Listed in a Case Multiple Times
2. Children Listed on More Than 1 APGI Screen and Paternity is a "Y" on at Least One

#### ***Absent Parents That May Be Listed In A Case Multiple Times***

This report lists absent parents on active (non-deleted) APGI screens that have similar names.

Not all of the absent parents listed on this report will need to be changed or deleted. CARES can only match on the absent parents' same last names and sex code. It is up to the worker to decide if this is truly a duplicate or not.

The worker must look at all the sequences listed that have similar names and decide if there are duplicate active APGI screens. If there are no duplicates, do nothing. When there are duplicates listing the same absent parent more than once, worker action is needed to combine the duplicates into one screen and add all appropriate individuals to this screen.

The worker must take these actions:

1. Query all of the sequences with absent parents with the same last name to see which ones have the oldest "Updated Date". Only the duplicate sequence with the most recent "Updated Date" will be the one to keep.
2. Delete all of the duplicate APGI screens using "AE" as the delete code. Be sure to change the referral flag to "N" before deleting the duplicate APGI screens. Enter "OTH" for the reason code not to refer.
3. If a child or pregnant woman must be attached to the remaining APGI screen, add them to the screen in this step. There are two examples below to help clarify this statement.

**Example:** Maria has 3 children; Donny, Rachel and Anthony. All of the children have the same father whose name is Robert Smith. For some reason, three APGI screens have been created for Robert Smith and each APGI screen has a different child attached. The most recent sequence of APGI (sequence 03) has Anthony listed on the bottom. The problem is that there should only be one APGI screen with Robert Smith's name on it. To correct this problem, the worker must delete the older APGI sequences 01 and 02 with Robert's name on them, making sure to change the refer to IV-D switch to "N" first. Then, add Donny and Rachel to the bottom of the same APGI screen Anthony is listed on. There is no need to run SFED for these changes.

**Example:** Anna has 2 children, Alex and Andrew. Anna is pregnant and states she does not know who Andrew's father is and she does not know who the father is of her unborn child. Currently in CARES there are 3 APGI screens. Sequence 01 has Adam Jones as the absent parent and Alex is listed on this screen. Sequence 02 is "Unknown, Unknown" and Andrew is listed on this screen. Sequence 03 is "Unknown, Unknown" and Anna is listed on this screen with a maternity indicator. The problem is that "Unknown, Unknown" is listed more than once. The oldest sequence of "Unknown, Unknown" is sequence 02. To remedy this problem, sequence 02 must be deleted. Then, Andrew must be added to sequence 03 along with Anna. There should never be more than one "Unknown, Unknown" APGI screen in a case, regardless of how many individuals have absent parents that are unknown.

4. Make sure the remaining sequence of APGI has the "Refer Absent Parent to IV-D?" switch set to "Y".

### *Children Listed On More Than 1 APGI Screen And Paternity Is "Y" On At Least One*

This report shows children, within a case, that are attached to more than 1 APGI screen and the paternity indicator for that child is a "Y" on at least 1 of those APGI screens. Once paternity is established for a child, the child must only be attached to the APGI screen that lists their legal father. There should be only 1 APGI screen for that particular father. A major factor contributing to this report is when a pregnant woman names more than 1 man as the potential father. The worker correctly creates an APGI screen for each potential father, but forgets to delete the APGI screen for the potential father that is ruled out via paternity tests.



Some of the problems listed in this report may be remedied by completing the “Absent Parents That May Be Listed In A Case Multiple Times” report first. Conduct clean-up for that report by deleting the duplicate APGI screens. Then, consolidate all children who have the same father onto one APGI sequence. Then go through the “Children Listed On More Than 1 APGI Screen And Paternity Is “Y” On At Least One” report to see if any children that have paternity established are attached to 2 or more different absent parents. Worker action will be required in these situations.

There will be ways to deal with situations where the same child is listed on 2 or more APGI screens and the paternity indicator is “Y” for this child on at least 1 of the sequences of APGI.

1. On the APGI screen where the targeted child has an “N” for the paternity indicator, and there are other children on that APGI screen that must be listed with that particular absent parent, the child with the “N” paternity indicator will have to be individually deleted at the bottom of the screen.
2. On the APGI screen where the child has an “N” for the paternity indicator and they are the only child attached to this APGI screen, the entire APGI screen must be deleted.

### ***DELETING A CHILD FROM AN ACTIVE SEQUENCE OF APGI WHERE OTHER CHILDREN ARE LISTED***

Follow these steps:

1. Look at all of the APGI screens by hitting PF8. Keeping 1 child in mind, compare the short list numbers at the bottom of the screen. The screen where the target child's paternity indicator is a “Y” is the APGI screen you need to keep active.
2. Tran to the APGI screen(s) where you must remove the child. Delete the child from the incorrect APGI screen by entering the “AE” delete code in the DC field immediately to the left of that child's short list number. If the this child is the only child left on this APGI screen, the entire APGI screen must be deleted.
3. If you happen to get the following error message, “AQ4 - NAME FIELDS ARE PROTECTED AND DEFAULTED TO ‘UNKNOWN’”, just press [ENTER] 1 more time to get off the screen.
4. Tran back to APGI and query each active sequence, using PF8, to make sure that all children with an absent parent are listed on the correct APGI screen. If a child is not listed on any of the APGI screens and should be, simply enter their shortlist number on the appropriate APGI screen and press [ENTER].
5. If, after conducting a careful query, there is no APGI screen listing this child's absent parent, create a new APGI screen by pressing PF5, and complete the screen for that child.

## ***SUMMARY***

The first set of reports you receive will be for APGI clean up. The completion of these reports will be monitored by your Regional Office. **Due date for the completion of the APGI Clean-up Reports is April 30, 2000.** Notify your Area Administrator at the time the reports are completed. These reports must be completed so a second report can be created in May.

The second report will be sent out in May along with instructions and will list case specific problems found with the IVA-IVD Interface. The Mismatch report will be created by a special crossmatch between CARES and KIDS and will tell you which CARES cases need to be updated. This set of reports may require the CARES worker to contact the child support agency directly about specific cases.

The IVA-IVD Interface Conversion is scheduled for June 23, 2000. CARES cases must be cleaned up prior to this conversion in order to avoid problems with the conversion process. Please direct questions about these reports to your Area Administrator. If case specific problems are found during the clean-up process, please contact the DES Call Center.

## ***CONTACT***

For assistance, contact your Area Administrator or:

DES CARES & Policy Call Center	Email:	<a href="mailto:carpolcc@dwd.state.wi.us">carpolcc@dwd.state.wi.us</a>
	Telephone:	(608) 261-6317 (Option #1)
	Fax:	(608) 261-6968

Note: Email contacts are preferred. Thank you.